

Module 1: Providing Safe Food



Foodborne Illnesses

Challenges to Food Safety

A foodborne illness is _____.

A foodborne illness is considered an outbreak when:

- _____
- _____
- _____

Each year _____ of people get sick from unsafe food.

Challenges to foodservice operations include:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

The Cost of Foodborne Illnesses

Foodborne illnesses cost the United States _____ of dollars each year.

Some of the costs of a foodborne-illness outbreak include:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

The most important costs are: _____.

Victims of foodborne illnesses may experience the following:

- _____
- _____
- _____
- _____

How Foodborne Illnesses Occur

Contamination is _____.

The three categories of contaminants are:

Biological:

- _____
- _____

Chemical:

- _____
- _____

Physical:

- _____
- _____

_____ contaminants are responsible for most foodborne illnesses.

How Food Becomes Unsafe

The five most common food-handling mistakes, or risk factors, that can cause a foodborne illness are:

1. _____
2. _____
3. _____
4. _____
5. _____

Food prepared in a _____ is considered to be a from an unsafe source and must be avoided.

Practices Related to Foodborne Illness:

Time-temperature abuse	<p>Time-temperature abuse is _____</p> <p>Time-temperature abuse can happen if:</p> <ul style="list-style-type: none">• _____• _____• _____
Cross-contamination	<p>Cross-contamination is _____</p> <p>It can cause a foodborne illness in many ways:</p> <ul style="list-style-type: none">• _____• _____• _____• _____
Poor personal hygiene	<p>Poor personal hygiene can cause a foodborne illness if a food handler does any of the following actions:</p> <ul style="list-style-type: none">• _____• _____• _____• _____
Poor cleaning and sanitizing	<p>Poor cleaning and sanitizing happens in the following ways:</p> <ul style="list-style-type: none">• _____• _____• _____• _____

Food Most Likely to Become Unsafe

TCS Food

TCS food is _____.

TCS food items include:

- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Ready-to-Eat Food

Ready-to-eat food is _____.

Examples of ready-to-eat food are:

- _____
- _____
- _____
- _____
- _____
- _____

Populations at High Risk for Foodborne Illnesses

Groups of people who have a higher risk of getting a foodborne illness include:

- _____
- _____
- _____

Keeping Food Safe

Managers should focus on the following measures:

1. _____
2. _____
3. _____
4. _____
5. _____

The Importance of Becoming a Certified Food Protection Manager

The FDA *Food Code* requires the person in charge to:

- _____
- _____

A manager must show they have the required knowledge by:

- _____
- _____

Training and Monitoring

Staff should be trained:

- _____
- _____

When staff completes food safety training, it should be _____.

Corrective action is

Government Agencies Responsible for the Prevention of Foodborne Illness

The government agencies that take leading roles in the prevention of foodborne illness in the United States are:

- _____
- _____

The FDA

Responsibilities of the FDA include:

- _____
- _____
- _____

The *Food Code* provides _____.

The *Food Code* was created for _____.

These agencies regulate foodservice for the following groups:

- _____
- _____
- _____
- _____

The FDA recommends that states adopt the *Food Code*, but it cannot _____ it.

Other Agencies

Other agencies that have an important role in food safety and the prevention of foodborne illness include:

USDA:

- _____
- _____

CDC and PHS:

- _____
- _____
- _____

State and local regulatory authorities:

- _____
- _____

Some responsibilities of state and local regulatory authorities include:

- _____
- _____
- _____
- _____
- _____
- _____

Module 2: Forms of Contamination



Biological, Chemical, and Physical Contaminants

One of the foodservice manager's most important roles is to prevent any type of _____ of food from occurring.

Contamination is _____.

Harmful substances can be:

- _____
- _____
- _____

Most contaminants cause _____ while others can result in _____.

How Contamination Happens

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

The fecal-oral route of contamination is

Contaminants are passed very easily in the following ways:

- _____
- _____
- _____

Biological Contamination

Microorganisms are _____.

Pathogens are _____.

The four types of pathogens that can contaminate food and cause a foodborne illness are:

- _____
- _____
- _____
- _____

The FDA has singled out six pathogens and named them the _____. These include:

- _____
- _____
- _____
- _____
- _____
- _____

Symptoms of Foodborne Illness

Most victims of foodborne illness share some common symptoms including:

- _____
- _____
- _____
- _____
- _____
- _____

Onset time is _____.

Onset time can range from _____.

- _____
- _____
- _____

Bacteria

Bacteria that cause foodborne illness have some basic characteristics including:

Location:

- _____
- _____

Detection:

• _____

Growth:

• _____
• _____
• _____

Prevention:

• _____

FAT TOM – Conditions for Bacteria to Grow

F _____	• _____ • _____
A _____	• _____ • _____ • _____ • _____ • _____ • _____
T _____	• _____ • _____ • _____ • _____
T _____	• _____ • _____ • _____
O _____	• _____ • _____
M _____	• _____ • _____ • _____ • _____

Controlling FAT TOM Conditions

Controlling time and temperature includes:

- _____
- _____

Major Bacteria That Cause Foodborne Illness

Four major bacteria that are highly contagious and can cause severe illness:

- _____
- _____
- _____
- _____

Major Bacteria That Cause Foodborne Illness

Bacteria	Source	Food Linked with the Bacteria	Prevention Measures
<i>Salmonella</i> Typhi		<ul style="list-style-type: none">• _____• _____	<ul style="list-style-type: none">• _____• _____• _____
Nontyphoidal <i>Salmonella</i>		<ul style="list-style-type: none">• _____• _____• _____• _____	<ul style="list-style-type: none">• _____• _____• _____
<i>Shigella</i> spp.		<ul style="list-style-type: none">• _____• _____	<ul style="list-style-type: none">• _____• _____• _____
Shiga toxin-producing <i>Escherichia coli</i> , also known as <i>E. coli</i>		<ul style="list-style-type: none">• _____• _____	<ul style="list-style-type: none">• _____• _____• _____• _____

Viruses

Viruses that cause foodborne illness have some basic characteristics including:

Location:

- _____
- _____
- _____

Sources:

- _____
- _____
- _____
- _____

Destruction:

- _____
- _____
- _____

Major Viruses That Cause Foodborne Illness

Two major viruses that are highly contagious and can cause serve illness:

- _____
- _____

Major Viruses That Cause Foodborne Illness

Virus	Source	Food Linked with the Virus	Prevention Measures
Hepatitis A		<ul style="list-style-type: none">• _____• _____	<ul style="list-style-type: none">• _____• _____• _____• _____• _____
Norovirus		<ul style="list-style-type: none">• _____• _____	<ul style="list-style-type: none">• _____• _____• _____• _____

Parasites

Parasites share some basic characteristics including:

Location:

- _____

Sources:

- _____

Prevention:

- _____
- _____
- _____

Fungi

Fungi include _____, _____, and _____.

- _____
- _____
- _____

Biological Toxins

Origin:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Symptoms:

- _____
- _____
- _____
- _____
- _____
- _____

Prevention:

- _____
- _____
- _____

Chemical Contaminants

To keep food safe from chemical contaminants, follow these guidelines:

Sources:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Symptoms:

- _____
- _____
- _____
- _____

Prevention:

- _____
- _____

Ways to protect food and food-contact surfaces from contamination by chemicals include:

- _____
- _____
- _____
- _____
- _____
- _____

Physical Contaminants

To keep food safe from physical contaminants, follow these guidelines:

Some common objects that can get into food include:

- _____
- _____
- _____
- _____
- _____
- _____

- _____
- _____

Naturally occurring objects that can be contaminants include:

- _____
- _____

Symptoms:

- _____
- _____
- _____

Prevention:

- _____
- _____
- _____
- _____

Deliberate Contamination of Food

People who may deliberately contaminate food include:

- _____
- _____
- _____
- _____

Materials or contaminants that these people might use to tamper with food include using:

- _____
- _____
- _____
- _____

Attacks can occur _____ in the food supply chain. Attacks are usually focused on a specific:

- _____
- _____
- _____

The FDA has created a tool that can be used to develop a food defense program based on the acronym _____.

Assure:

- _____
- _____
- _____
- _____

Look:

- _____
- _____
- _____
- _____
- _____

Employees:

- _____
- _____
- _____
- _____

Reports:

- _____
- _____
- _____
- _____
- _____

Threat:

- _____
- _____
- _____
- _____

Responding to a Foodborne-Illness Outbreak

Items managers should consider when responding to an outbreak include the following.

Gathering information:

- _____
- _____

Notifying authorities:

- _____

Segregating product:

- _____
- _____

Documenting information:

- _____
- _____
- _____

Identifying staff:

- _____
- _____
- _____

Cooperating with authorities:

- _____
- _____
- _____

Reviewing procedures:

- _____

Food Allergens

A food allergen is

_____.

Food Allergy Symptoms

An allergic reaction can happen within a few _____ or up to _____ hours later.

This reaction could include some of all of these symptoms:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Anaphylaxis is _____.

If you or your staff see a customer having severe symptoms, or the customer tells you they are having a severe allergic reaction:

- _____
- _____
- _____

Most Common Food Allergens

The big nine allergens are:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Preventing Allergic Reactions

Food Labels

Federal law requires that major allergens on food labels meet the following requirements:

- _____
- _____
- _____
- _____
- _____

Front of House Staff

When working with guests with food allergies, front of house staff should:

Inform guests about allergens on menus. This includes:

- _____
- _____
- _____
- _____
- _____

Listen to guests. This includes:

- _____
- _____
- _____

Communicate the allergen special order to back of house staff. This includes:

- _____
- _____
- _____
- _____

Deliver the allergen special order safely. This includes:

- _____
- _____
- _____

Avoid cross-contact in workstations. This includes:

- _____
- _____
- _____
- _____
- _____
- _____

Clean and sanitize. This includes:

- _____
- _____
- _____
- _____

Back of House Staff

Cross-contact is

_____.

Cross-contact examples:

- _____
- _____

How to Avoid Cross-Contact

Here's how to prevent cross-contact in the back of the house to keep guests safe.

Review the menu and ingredients for Big Nine allergens. This includes:

- _____
- _____
- _____
- _____

Receive and store items correctly. This includes:

- _____
- _____
- _____
- _____
- _____

Clean surfaces, utensils, and equipment. This includes:

- _____
- _____

Use separate utensils and equipment for allergen special orders. This includes:

- _____

Practice good personal hygiene. This includes:

- _____
- _____

Prepare the allergen special order correctly. This includes:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Module 3: Safe Food Handler



How Food Handlers Can Contaminate Food

- _____
- _____
- _____
- _____

Situations that Can Lead to Contaminating Food

Food handlers can contaminate food when:

- _____
- _____
- _____
- _____
- _____
- _____

With some illnesses, a person may infect other people before showing any _____.

With other illnesses, a person may infect other people for _____ or _____ after symptoms are gone.

Carriers are _____.

Actions That Can Contaminate Food

Some common actions to avoid that can contaminate food include:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Managing a Personal Hygiene Program

- _____
- _____
- _____
- _____

Managers can support a personal hygiene program by:

- _____
- _____
- _____
- _____
- _____

Handwashing and Hand Care

Handwashing

- _____
- _____
- _____
- _____
- _____

Where to Wash Hands

Hands should only be washed in a _____.

Hands should *never* be washed in:

- _____
- _____

How to Wash Hands

The whole handwashing process should take _____ seconds.

Steps for handwashing:

1. _____
2. _____
3. _____
4. _____
5. _____

To keep from contaminating hands after washing them, use a paper towel to:

- _____
- _____

When to Wash Hands

Food handlers must wash their hands before:

- _____
- _____
- _____

Food handlers must wash their hands after the following activities:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Corrective Action

If a food handler touches food or food-contact surfaces with unclean hands, managers must:

- _____
- _____
- _____

Hand Antiseptics

Hand antiseptics are _____.

Hand antiseptics must comply with:

- _____
- _____

Only use hand antiseptics _____ handwashing.

Hand antiseptics must never be used in place of _____.

Wait for hand antiseptics to _____ before touching food or equipment.

Hand Care

Fingernail length	<ul style="list-style-type: none">______________________________
False fingernails	<ul style="list-style-type: none">____________________
Nail polish	<ul style="list-style-type: none">_______________

Infected wounds or boils:

- _____
- _____
- _____

If the wound or boil is located on the hand, finger, or wrist, then	<ul style="list-style-type: none">__________
If the wound or boil is located on the arm, then	<ul style="list-style-type: none">__________
If the wound or boil is located on another part of the body, then	<ul style="list-style-type: none">_____

Single-Use Gloves

- _____
- _____
- _____

Single-use gloves should always be worn when handling _____.

Exceptions to wearing single-use gloves include:

- _____
- _____

Which Gloves to Buy

When buying gloves for handling food, follow these guidelines:

Approved gloves:

- _____

Disposable gloves:

- _____
- _____

Multiple sizes:

- _____

Latex alternatives:

- _____

How to Use Gloves

When using single-use gloves, follow these guidelines to prevent contamination:

- _____
- _____
- _____
- _____

Never do the following when using gloves:

- _____
- _____
- _____

When to Change Gloves

Food handlers must change single-use gloves at all of these times:

- _____
- _____
- _____
- _____
- _____

Bare-Hand Contact with Ready-to-Eat Food

- _____
- _____

Do not handle _____ food with bare hands.

If an operation serves a high-risk population, *never* handle _____ food with bare hands.

It is acceptable to handle ready-to-eat food with bare hands in these situations:

- _____
- _____

Some regulatory authorities allow _____ - _____ contact with ready-to-eat food. If a jurisdiction allows this, manager must have specific _____ in place about staff health. Staff must also be trained in _____ and _____ practices.

Personal Hygiene Practices

- _____
- _____
- _____
- _____

Personal Cleanliness

- _____
- _____
- _____

Work Attire

- _____
- _____
- _____
- _____

Eating, Drinking, Chewing Gum, and using Tobacco Products

- _____
- _____

Employees should only eat, drink, chew gum, or use tobacco products in _____ areas.

Never eat, drink, chew gum, or use tobacco products when:

- _____
- _____
- _____

Employees can drink from a covered container if they handle the container carefully to prevent contamination of:

- _____
- _____
- _____
- _____
- _____

A correctly covered container includes:

- _____
- _____

Work Attire Guidelines

Hair Restraints	<ul style="list-style-type: none">• _____• _____• _____ <p>Do not:</p> <ul style="list-style-type: none">• _____• _____
Clean Clothing	<ul style="list-style-type: none">• _____• _____• _____• _____• _____
Aprons	<ul style="list-style-type: none">• _____ <p>Never</p> <ul style="list-style-type: none">• _____
Jewelry	<ul style="list-style-type: none">• _____• _____ <p>Food handlers cannot wear any of the following:</p> <ul style="list-style-type: none">• _____• _____• _____

Policies for Reporting Health Issues

- _____
- _____

Some regulatory authorities may ask for proof that food handlers were told to let managers know when they are sick. Proof can be provided in the following ways:

- _____
- _____
- _____

Reporting Illness

- _____
- _____

When food handlers are sick, managers may need to restrict them from working with exposed _____, _____, and _____.

Sometimes managers may even need to exclude sick employees from coming into the operation if they have these symptoms:

- _____
- _____
- _____
- _____
- _____

Food handlers must also tell managers when they have been diagnosed with an illness from one of these pathogens:

- _____
- _____
- _____
- _____
- _____
- _____

Food handlers must tell managers if they live with someone who has been diagnosed with any of these illnesses, *except* _____.

If a food handler is diagnosed with an illness from any of these pathogens, managers must report the illness to the _____.

Watching for Staff Illnesses

Managers should watch food handlers for signs of illness including:

- _____
- _____
- _____
- _____
- _____

Restricting or Excluding Staff for Medical Conditions

- _____
- _____

How to Handle Medical Conditions

If	Then
The food handler has an infected wound or boil that is not properly covered.	Restrict _____ _____
The food handler has a sore throat with a fever.	Restrict _____ _____ Exclude _____ _____ _____
The food handler has persistent sneezing, coughing, or a runny nose that causes discharges from the eyes, nose, or mouth.	Restrict _____ _____
<p>The food handler has at least one of these symptoms from an infectious condition:</p> <ul style="list-style-type: none"> • Vomiting • Diarrhea • Jaundice (yellow skin or eyes) 	<p>Exclude _____ _____</p> <p>Vomiting and diarrhea: _____ _____ _____</p> <p>Jaundice: _____ _____ _____</p>
<p>The food handler is vomiting or has diarrhea and has been diagnosed with an illness caused by one of these pathogens:</p> <ul style="list-style-type: none"> • Norovirus • <i>Shigella</i> spp. • Nontyphoidal <i>Salmonella</i> • Shiga toxin-producing <i>E. coli</i> (STEC) <p>The food handler has been diagnosed with an illness caused by one of these pathogens:</p> <ul style="list-style-type: none"> • Hepatitis A • <i>Salmonella</i> Typhi 	<p>Exclude _____ _____</p> <p>Report _____</p> <ul style="list-style-type: none"> • _____ • _____ • _____

Module 4: Introduction to the Flow of Food



Hazards in the Flow of Food

The flow of food is _____.

It begins when you _____ the food and ends when you _____ it.

Managers are responsible for the safety of the food at _____ during the flow of food.

Cross-Contamination

- _____
- _____
- _____
- _____

Guidelines for Preventing Cross-Contamination Between Food

Use separate equipment for raw and ready-to-eat food	<ul style="list-style-type: none">• _____• _____• _____• _____• _____
Clean and sanitize before and after tasks	<ul style="list-style-type: none">• _____• _____• _____• _____
Prep raw and ready-to-eat food at different times	<ul style="list-style-type: none">• _____• _____• _____
Separate raw meat, poultry, and seafood from unwashed and ready-to-eat fruits and vegetables	<ul style="list-style-type: none">• _____
Buy prepared food	<ul style="list-style-type: none">• _____• _____

Time-Temperature Control

Most foodborne illnesses happen because TCS food has been _____ - _____ abused.

TCS food has been time-temperature abused any time it remains between _____ and _____. This is called the _____ because pathogens grow in this range. Most pathogens grow much faster between _____ and _____.

Food is being temperature abused whenever it is handled in the following ways:

- _____
- _____
- _____

The longer food stays in the temperature danger zone, the more time pathogens have to _____.

To keep food safe, _____ the time it spends in this temperature range. If food is held in this range for _____ hours or more, throw it out.

Avoiding Time-Temperature Abuse

Monitoring	<ul style="list-style-type: none">• _____• _____
Tools	<ul style="list-style-type: none">• _____• _____• _____
Recording	<ul style="list-style-type: none">• _____• _____• _____• _____
Time and temperature control	<ul style="list-style-type: none">• _____• _____
Corrective actions	<ul style="list-style-type: none">• _____• _____

Monitoring Time and Temperature

To keep food safe, control the amount of time it spends in the _____. This requires _____.

The most important tool to monitor temperature is the _____.

Three types are commonly used in operations:

1. _____

2. _____

3. _____

Bimetallic Stemmed Thermometer

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Bimetallic stemmed thermometers should have these features:

Calibration nut:

- _____

Easy-to-read markings:

- _____
- _____

Dimple:

- _____

Thermocouples and Thermistors

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Types of Probes

Immersion probes	<ul style="list-style-type: none">_____
Surface probes	<ul style="list-style-type: none">_____
Penetration probes	<ul style="list-style-type: none">__________
Air probes	<ul style="list-style-type: none">_____

Infrared (Laser) Thermometers

- _____
- _____
- _____
- _____
- _____

Follow these guidelines when using infrared thermometers:

Distance:

- _____

Barriers:

- _____
- _____
- _____

Manufacturer's directions:

- _____
- _____

Other Temperature-Recording Devices

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

General Thermometer Guidelines

- _____
- _____

Cleaning and sanitizing:

- _____
- _____
- _____
- _____
- _____

Calibration:

- _____
- _____

Calibrate thermometers at these times:

- _____
- _____
- _____
- _____

Keep in mind:

- _____
- _____
- _____

Accuracy:

Thermometers used to measure the temperature of food must be accurate to within _____.

Thermometers used to measure air temperature in food-storage equipment must be accurate to within _____.

Glass thermometers:

- _____
- _____

Checking temperatures:

When checking the temperature of food do the following:

- _____
- _____
- _____
- _____

Allow at least _____ seconds after inserting the bimetallic stemmed thermometer stem into the food.

Calibrating Thermometers

Boiling-point method: involves adjusting the thermometer to the temperature at which water boils _____.

Ice-point method: involves adjusting the thermometer to the temperature at which water freezes _____.

The ice-point method is _____ and _____.

The steps include:

1. _____
2. . _____
3. . _____

Module 5: Purchasing, Receiving, Storage



General Purchasing and Receiving Principles

You cannot make _____ food _____. Make sure only _____ food is brought into the operation.

Two ways to ensure the safety and quality of the food used in the operation include:

1. _____

2. _____

Purchasing

Before any deliveries are accepted, make sure that the food purchased is _____.

Follow these guidelines when purchasing food.

Approved, reputable suppliers:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Make sure inspection reports review the following areas:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Many operations establish supplier lists based on their company:

- _____
- _____
- _____

Only _____ should be included on these lists.

Deliveries:

- _____
- _____

Receiving and Inspecting

Managers must take action to ensure that the receiving and inspection is smooth and safe by:

- _____
- _____
- _____

The process starts with a _____ of the delivery truck.

Check it for signs of _____ and _____. Inspect the overall _____ of the vehicle. If there are signs of problems, _____ the delivery.

Continue with a visual inspection of _____. Make sure they have been received at the correct _____. Once inspected, food items must be stored as _____ as possible in the correct areas. This is especially true for _____ and _____ items.

Key Drop Deliveries

A key drop delivery is

_____.

The delivery must be inspected once a manager or food handler arrives at the operation and must meet the following conditions:

- _____
- _____
- _____
- _____
- _____

Rejecting Items

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Recalls

- _____
- _____
- _____
- _____
- _____
- _____

Follow these guidelines when notified of a recall:

- _____
- _____
- _____

Temperature

Use _____ to check food temperatures during receiving.

Checking the Temperature of Various Types of Food:

Meat, poultry, and fish	<ul style="list-style-type: none">• _____• _____
Reduced-oxygen packaging (ROP), MAP, vacuum-packed, and sous vide food	<ul style="list-style-type: none">• _____• _____• _____
Other packaged food	<ul style="list-style-type: none">• _____• _____• _____

Delivery temperatures:

Food	Receiving Criteria
Cold TCS food	<ul style="list-style-type: none"> _____
Shellstock—live molluscan shellfish (oysters, mussels, clams, and scallops)	<ul style="list-style-type: none"> _____ _____
In-shell product—non-living, processed shellfish with one or both shells removed	<ul style="list-style-type: none"> _____
Shucked shellfish—molluscan shellfish with both shells removed	<ul style="list-style-type: none"> _____ _____
Milk	<ul style="list-style-type: none"> _____ _____
Shell eggs	<ul style="list-style-type: none"> _____
Hot TCS food	<ul style="list-style-type: none"> _____
Frozen food	<ul style="list-style-type: none"> _____ _____ _____

Packaging

- _____
- _____
- _____
- _____

Damage:

Reject items with:

- _____
- _____
- _____
- _____
- _____
- _____

All food packaged in a reduced-oxygen environment must be rejected if the packaging is _____ or _____.

Do not accept cases or packages that appear to have been _____ with.

Liquid:

- _____

Pests:

- _____

Dates:

- _____
- _____
- _____

Use-by date or expiration date is _____.

Sell-by date is _____.

Best-by date is _____.

Documents

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Shellfish should remain in the _____ they were received in until sold or prepared for service.

Shellfish from one container should not be mixed with another unless:

- _____
- _____
- _____

Food Quality

Poor food quality can be a sign that food has been _____ - _____ abused and may be unsafe. Work with suppliers to define specific _____ and _____ criteria for the food items typically received.

Reject food if it has any of the following problems:

Appearance:

- _____
- _____
- _____

Texture:

- _____
- _____

Odor:

- _____

Always reject any items that do not meet company standards for _____.

Storing

Labeling

- _____
- _____

Labeling Food for Use On-Site

- _____
- _____

Labeling Food That Is Packaged On-site for Retail Sale

Food packaged in the operation that is being sold to customers for use at home, must be _____.

The label must include the following information:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

The labeling requirements do not apply to _____.

Date Marking

- _____
- _____

Ready-to-eat TCS food must be marked if held for longer than _____ hours.

The label must indicate when the food must be _____, _____, or _____.

Ready-to-eat TCS food can be stored for only _____ days if it is held at _____ or lower. After that date, the food must be _____.

The count begins on the day that the food was _____ or a commercial container was _____.

- _____
- _____
- _____
- _____
- _____

When combining food with different use-by dates in a dish, the discard date of the dish should be based on the _____ use-by date of any food items involved.

Temperatures

Pathogens can grow when food is not stored at the correct _____.

Follow these guidelines to keep food safe:

- _____
- _____
- _____
- _____
- _____
- _____

Rotation

Food must be rotated in storage to _____.

Food items must be rotated so that those with the earliest use-by or expiration dates are used _____ items with later dates.

FIFO stands for _____.

FIFO is used to rotate the following items during storage:

- _____
- _____
- _____

One way to use the FIFO method includes:

1. _____
2. _____
3. _____
4. _____

Preventing Cross-Contamination

Food, equipment, utensils, linens, and single-use items must be stored in ways that prevent _____ - _____.

Follow these guidelines during storage:

Supplies:

- _____
- _____
- _____

Containers:

- _____
- _____
- _____

Cleaning:

Keep all storage areas _____ and _____.

Clean the following items on a regular basis:

- _____
- _____
- _____
- _____

Clean up _____ and _____ promptly to keep them from contaminating other food.

Follow these additional guidelines:

- _____
- _____
- _____

Storage Order

Safe food storage starts with _____ or _____ food. After that, how food is stored depends on the _____ of food and options for storage.

- _____
- _____
- _____

Storage Location

Food should be stored in a _____, _____ location away from dust and other contaminants.

Never store food in these areas:

- _____
- _____
- _____
- _____
- _____

Damaged, Spoiled, or Incorrectly Stored Food

If there is expired, damaged, spoiled, or incorrectly stored food that has become unsafe,
_____ it.

This includes food that is

_____.

If the food must be stored until it can be returned to the vendor, avoid contaminating the food stored near it by:

- _____
- _____

Module 6: Preparation



Preparation

General Preparation Practices

Prevent pathogens from spreading and growing by making good food-prep choices including:

Equipment:

- _____

Quantity:

- _____

Storage:

- _____

Additives:

- _____
- _____
- _____
- _____
- _____

Presentation:

- _____
- _____
- _____
- _____

Do not use the following to misrepresent the appearance of food:

- _____
- _____
- _____

Corrective actions:

Food that has become unsafe must be thrown out unless it can be safely _____.

All food—especially ready-to-eat food—must be thrown out in the following situations:

- _____
- _____
- _____

Thawing

Never thaw food at _____.

You must make sure staff is maintaining the _____ of TCS food during thawing.

Methods and Guidelines for Thawing TCS Food	
Refrigeration	<ul style="list-style-type: none">• _____
Running Water	<ul style="list-style-type: none">• _____• _____• _____
Microwave	<ul style="list-style-type: none">• _____• _____
Cooking	<ul style="list-style-type: none">• _____

Thawing ROP Fish

ROP fish should remain _____ until ready for use.

If stated on the label, the fish must be removed from the packaging at the following times:

- _____
- _____

If you are packaging fish using a reduced-oxygen packaging method, the fish must:

- _____
- _____

Prepping Specific Food

Produce

Cross-contamination:

- _____

Washing:

- _____
- _____
- _____
- _____

Soaking or Storing:

- _____

Fresh-cut produce:

- _____

Raw seed sprouts:

- _____

Eggs and Egg Mixtures

Pooled eggs:

- _____
- _____

Pasteurized eggs:

- _____

High-risk Populations:

- _____
- _____

Salads Containing TCS Food

- _____
- _____

Ice

Consumption:

- _____

Cooling food:

- _____

Containers and scoops:

- _____
- _____
- _____
- _____

Preparation Practices That Have Special Requirements

A variance is _____

A HACCP plan may be required when applying for a variance:

- _____
- _____
- _____

Records must show that you:

- _____
- _____
- _____
- _____

A variance is required if an operation plans to prep food in any of the following ways:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Cooking Food

The only way to reduce pathogens in food to safe levels is to cook it to its correct _____.

Once reached, food must be held for a _____ of _____.

While cooking reduces pathogens in food, it does not destroy _____ or _____ they may have produced.

How to Check Temperatures

The guidelines to follow when checking temperatures include:

- _____
- _____
- _____

Cooking Requirements for Specific Food

165°F (74°C) for <1 second (Instantaneous)	<ul style="list-style-type: none"> _____ _____ _____ _____
155°F (68°C) for 17 seconds	<ul style="list-style-type: none"> _____ _____ _____ _____ _____ _____ _____ _____
145°F (63°C) for 15 seconds	<ul style="list-style-type: none"> _____ _____ _____ _____
145°F (63°C) for 4 minutes	<ul style="list-style-type: none"> _____
135°F (57°C) (no minimum time)	<ul style="list-style-type: none"> _____

Cooking TCS Food in the Microwave Oven

Meat, seafood, poultry, and eggs that are cooked in a microwave oven must be cooked to _____.

Follow these guidelines when cooking TCS food in a microwave oven:

- _____
- _____
- _____
- _____

Partial Cooking during Preparation

Partial cooking is _____

Follow these steps when partially cooking meat, seafood, poultry, eggs, or dishes containing these items:

1. _____
2. _____
3. _____
4. _____
5. _____

The local regulatory authority will require _____ that explain how partially cooked food will be prepped and stored.

These procedures must be approved by the regulatory authority and describe the following:

- _____
- _____
- _____
- _____

Manufacturer Cooking Instructions

Manufacturer cooking instructions on packaged foods must be followed, especially before adding them to _____ to _____ food.

Consumer Advisories

Disclosure:

- _____
- _____
- _____

Reminder:

- _____
- _____
- _____

Children's Menus

- _____
- _____

Operations That Mainly Serve High-Risk Populations

Operations that mainly serve a high-risk population, cannot serve the following items:

- _____
- _____
- _____
- _____

Cooling and Reheating Food

Temperature Requirements for Cooling Food

It is critical to ensure food handlers are using the correct _____ to cool TCS food, cooling it _____, and regularly _____ temperatures during cooling.

Cool TCS food from _____ to _____ or lower within _____ hours.

First, cool food from _____ to _____ within _____ hours.

Then cool it from _____ to _____ or lower in the next _____ hours.

If food has not cooled to _____ within _____ hours, it must be _____ and then cooled again.

If food can be cooled from _____ to _____ in less than _____ hours, use the remaining time to cool it to _____ or lower.

However, the total cooling time cannot be longer than _____ hours.

Cooling Food

Factors That Affect Cooling

- _____
- _____
- _____

Methods for Cooling Food

- _____
- _____
- _____
- _____
- _____

Storing Food for Further Cooling

- _____
- _____
- _____

Reheating Food

Food reheated for immediate service:

Heat food that will be served immediately, to _____.
However, make sure the food was _____ and _____ correctly.

Food reheated for hot holding:

Heat TCS food for hot holding to an internal temperature of _____ for _____ seconds.

Make sure the food reaches this temperature within _____ hours from start to finish.

Reheat commercially processed and packaged ready-to-eat food to an internal temperature of at least _____.

Module 7: Service



Holding Food

Food that is being held for service is at risk for _____ - _____ and _____ - _____.

Guidelines for Holding Food

- _____
- _____

Food covers and sneeze guards:

- _____
- _____

Temperature:

Hold hot TCS food at _____ or higher.

Hold cold TCS food at _____ or lower.

Thermometer:

- _____
- _____
- _____

Time:

Make sure food handlers are regularly _____ food temperatures during hot and cold holding.

Check food temperatures at least every _____ hours.

Throw out food that is not _____ or lower or _____ or higher.

You can also check the temperature every _____ hours. This will leave time for _____.

Hot-holding equipment:

- _____
- _____
- _____

Holding Food without Temperature Control

If an operation primarily serves a _____ - _____, TCS food cannot be held without temperature control.

If your operation displays or holds TCS food without temperature control, it must do so under certain conditions. This includes:

- _____
- _____
- _____

Before using time as a method of control, check with the local _____ for specific requirements.

Cold Food

Cold ready-to-eat TCS food can be held without temperature control for up to _____ hours if these conditions are met:

- _____
- _____
- _____
- _____

As an alternative, cold TCS food being held without temperature control can be allowed to reach any temperature during service if it is discarded within _____ hours and meets these requirements:

- _____
- _____
- _____

Produce that becomes TCS when cut, chopped, or sliced and hermetically sealed containers of food that become TCS when opened can have an initial temperature of _____ if the following requirements are met:

- _____
- _____
- _____

Hot Food

Hot ready-to-eat TCS food can be held without temperature control for up to _____ hours if these conditions are met:

- _____
- _____
- _____

Serving Food

Kitchen Staff Guidelines

Bare-hand contact with food:

Food handlers must wear _____ - _____ - _____ whenever handling _____ - _____ - _____.

Food can also be handled with:

- _____
- _____
- _____
- _____

Clean and sanitized utensils:

- _____
- _____
- _____

Serving utensils:

- _____
- _____
- _____
- _____

Refilling take-home containers:

Take-home containers can be refilled if they meet these conditions:

- _____
- _____
- _____

Take-home beverage containers can also be refilled as long as the beverage is not a _____
_____.

The container must also meet these conditions:

- _____
- _____
- _____

Service Staff Guidelines

Service staff should use these guidelines when serving food:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Preset Tableware

To prevent contamination of tableware on dining tables _____ or _____ the items.

Table settings do not need to be wrapped or covered if extra or unused settings meet these requirements:

- _____
- _____

Re-serving Food

Menu items:

- _____

Condiments:

- _____
- _____
- _____
- _____
- _____

Bread or rolls:

- _____
- _____

Garnishes:

- _____
- _____

Prepackaged food:

- _____
- _____
- _____

Self-service Areas

Follow these guidelines to prevent contamination and time-temperature abuse in self-service areas:

Protection:

- _____
- _____
- _____

Labels:

- _____

Temperature:

Keep hot food hot at _____ or higher.

Keep cold food cold at _____ or lower.

Raw and ready-to-eat food:

Typically, raw, unpackaged meat, poultry, and seafood cannot be offered for self-service. However, these items are an exception:

- _____
- _____
- _____

Refills:

- _____
- _____
- _____

Utensils:

- _____
- _____

Ice

- _____

Labeling Bulk Food

- _____
- _____
- _____

Bulk unpackaged food does not need to be labeled if it meets these conditions:

- _____
- _____
- _____
- _____

Off-Site Service

To transport food and items correctly for off-site service, follow these procedures:

Food containers:

- _____
- _____
- _____
- _____

Labels:

Labels for off-site service should include:

- _____
- _____
- _____
- _____

Delivery vehicles:

- _____

Internal temperature:

- _____

- _____

Utilities:

- _____

- _____

Storage

- _____

Vending Machines

Vending operators should protect food from contamination and time-temperature abuse during _____, _____, and _____.

To keep vended food safe, follow these guidelines:

- _____

- _____

- _____

- _____

- _____

- _____

- _____

Module 8: Food Safety Management Systems



Overview of Food Safety Management Systems

A food safety management system is _____.

It does this by actively controlling _____ and _____ throughout the flow of food.

Examples of different types of food safety programs include:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Active Managerial Control

The five common risk factors for foodborne illness are:

- _____
- _____
- _____
- _____
- _____

Active managerial control is _____.

Active managerial control is _____ rather than _____. Managers must _____ risks and _____ for them.

According to the Food and Drug Administration (FDA), to achieve active managerial control, managers can use simple tools such as:

- _____
- _____
- _____

Active managerial control can also be achieved through more complex solutions, such as a _____ (_____) program.

Managers should practice active managerial control throughout the _____ of _____.

This includes anticipating potential foodborne illness risk factors and then _____ or _____ them.

Monitoring the entire flow of food will keep customers and operation _____ from _____.

Managers must provide their staff with the proper _____.

Important steps to take when implementing active managerial control in an operation include:

1. Identify Risks: _____

2. Monitor: _____

3. Corrective Action: _____

4. Management Oversight: _____

5. Training: _____

6. Re-evaluation: _____

The FDA's Public Health Interventions

Public health interventions are _____.

Public health interventions are designed to _____.

Demonstration of knowledge: _____

Staff health controls: _____

Controlling hands as a vehicle of contamination:

Time and temperature parameters for controlling pathogens:

Consumer advisories: _____

HACCP

One type of system that can achieve active managerial control of foodborne-illness risk factors is called

_____.

A Hazard Analysis Critical Control Point (HACCP) system is based on identifying significant

_____, _____, or _____, hazards at specific points within a product's flow.

Once hazards are identified, they can be _____, _____, or _____ to safe levels.

An effective HACCP system must be based on a _____.

This plan must be specific to each facility's:

- _____
- _____
- _____
- _____
- _____

Module 9: Safe Facilities and Pest Management



Interior Requirements for a Safe Operation

It is important to recognize that you may need to consult your local _____ before making changes to your operation.

Floors, Walls, and Ceilings

When choosing flooring, wall, and ceiling materials, pick those that are _____ and _____. This makes _____ easier.

Once installed, flooring, walls, and ceilings must be _____.

Replace _____ or _____ ceiling tiles or flooring. Repair all _____ in walls.

Coving is _____.

Coving should be _____.

This also protects the wall from _____.

Floors should have _____.

Equipment Selection

Foodservice equipment must meet certain _____ if it will come in contact with food.

Food equipment must be:

- _____
- _____
- _____
- _____

When purchasing equipment, look for these marks:

- _____
- _____
- _____

Installing and Maintaining Equipment

- _____
- _____
- _____

Stationary equipment should be installed as follows:

Floor-mounted equipment:

- _____
- _____

Tabletop equipment

- _____
- _____

Once you have installed equipment, make sure it is maintained regularly by _____.

Set up a maintenance schedule with your _____ or _____.

Check equipment _____ to be sure it is working correctly.

Dishwashing Machines

When selecting and installing dishwashers consider the following guidelines:

Installation:

- _____
- _____
- _____

Supplies:

- _____

Settings:

Purchase dishwashers that have the ability to measure the following:

- _____
- _____
- _____

Information about the correct settings should be _____ on the machine.

Cleaning:

- _____
- _____

Three-Compartment Sinks

- _____
- _____
- _____

Handwashing Stations

Handwashing stations are required:

- _____
- _____

Handwashing sinks must be used only for _____ and not for any other purpose.

To prevent cross-contamination, make sure _____ are present on handwashing sinks or that there is an _____ between handwashing sinks and food and food-contact surfaces.

Make sure handwashing stations work correctly and are _____ and _____.

Handwashing stations must be _____ at all times. They cannot be _____ by portable equipment of stacked full of dirty kitchenware.

Requirements at a Handwashing Station	
Running water	<ul style="list-style-type: none">• _____• _____• _____
Soap	<ul style="list-style-type: none">• _____• _____• _____
A way to dry hands	<ul style="list-style-type: none">• _____• _____• _____
Garbage container	<ul style="list-style-type: none">• _____
Signage	<ul style="list-style-type: none">• _____

Break Areas

Areas designated for employees to eat, drink, chew gum, and use tobacco products must be carefully located to protect the following from contamination:

- _____
- _____
- _____
- _____

Utilities and Building Systems

Utilities include:

- _____
- _____
- _____
- _____
- _____

Building systems include:

- _____
- _____
- _____
- _____

Water and Plumbing

There are _____ for water in the U.S. that are enforced by each regulatory authority.

Potable water is _____.

Potable water may come from the following sources:

- _____
- _____
- _____
- _____

If an operation has an on-site septic system, make sure it is properly _____ and _____.

Installation and maintenance:

- _____
- _____

A cross-connection is _____.

Backflow can be the result of _____.

Backflow can also happen when _____.

This is called _____.

Two examples of backsiphonage:

1. _____

2. _____

Backflow prevention:

The best way to prevent backflow is to avoid creating a _____ - _____.

Some ways to prevent backflow include:

- _____
- _____

Backflow prevention devices must be checked periodically by a _____ and _____ technician. This work must be _____. Always follow local _____ and _____.

An air gap is _____.

The only sure way to prevent backflow is to create an _____.

A sink that is correctly designed and installed usually has _____ air gaps.

The two air gaps at a sink are:

1. _____

2. _____

Grease condensation:

- _____
- _____
- _____
- _____
- _____
- _____

Lighting

Lighting intensity or how bright the lights are in the operation is usually measured in units called _____ - _____ or _____.

- _____
- _____
- _____
- _____

Replace any bulbs that have _____ out.

Make sure lightbulbs are the _____ size.

All lights should have _____ - _____ lightbulbs or _____.

These products prevent: _____.

Ventilation

Ventilation improves the _____ inside an operation.

Ventilation removes _____, _____, and _____ from cooking lines.

Ventilation eliminates _____ and _____.

If ventilation systems are not working correctly, _____ and _____ will build up on walls and ceilings.

To prevent this, ventilation systems must be _____ and _____ according to the manufacturer's recommendations.

Garbage

Garbage can attract _____ and contaminate _____, _____, and _____ if not handled correctly.

Follow these guidelines to control contamination when handling garbage:

Garbage removal:

- _____
- _____

Cleaning of containers:

- _____
- _____
- _____

Indoor containers:

- _____
- _____
- _____

Designated storage areas:

- _____
- _____

Outdoor containers:

- _____
- _____
- _____
- _____

Maintaining the Facility

To prevent problems in the facility, do the following:

- _____
- _____
- _____
- _____
- _____

Emergencies That Affect the Facility

Some of the most common crises that can affect the safety of the food served are:

- _____
- _____
- _____
- _____

An imminent health hazard is _____.

Other threats that should also be considered include:

Temperature control:

- _____
- _____

Physical security:

- _____
- _____
- _____

Drinkable water supply:

- _____
- _____
- _____
- _____
- _____
- _____

Service may be allowed after water/electrical interruptions if the operation:

- _____
- _____
- _____

Spoiled or contaminated food must be _____, along with food in packaging that is not _____. Corrective actions could include:

- _____
- _____
- _____
- _____

Regardless of how the problem is corrected, managers need approval from the local _____ before continuing service.

Pest Management

Rodents, insects, and other pests can damage _____, _____, and _____.

The greatest danger comes from their ability to spread diseases, including _____.

Pest Prevention

Follow three basic rules to keep your operation pest-free:

1. _____
2. _____
3. _____

Deny access:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Deny shelter:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Pest Control

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Module 10: Cleaning and Sanitizing



Cleaning and Sanitizing

Cleaning is _____.

Sanitizing is _____.

Cleaners

Cleaners must be _____, _____, and _____ - _____.

Cleaners must be _____ and _____ to employees during all hours of operation.

Types of cleaners include:

- _____
- _____
- _____
- _____

Ask your _____ to help you pick cleaners that meet your needs. To use cleaners correctly, follow these guidelines:

- _____
- _____

Sanitizers

Food-contact surfaces must be sanitized after they have been _____ and _____. This can be done by using _____ or _____.

Heat Sanitizing

One way to sanitize items is to soak them in _____. For this method to work, the water must be at least _____. The items must be soaked for at least _____ seconds. Another way to sanitize items with heat is to run them through a _____ - _____ dishwasher.

Chemical Sanitizing

Tableware, utensils, and equipment can be sanitized by soaking them in a _____ sanitizing solution. Or you can _____, _____, or _____ them with sanitizing solution.

Three common types of chemical sanitizers are _____, _____, and _____, also called _____.

Chemical sanitizers are regulated by _____.

Sanitizers must be _____ and _____ to employees during all hours of operation.

In some cases, you can use _____ - _____ blends to sanitize. Operations that have _____ - _____ sinks often use these. If these blends are used, use it once to _____, then use it a second time to _____.

Sanitizer Effectiveness

Several factors influence the effectiveness of chemical sanitizers including:

- _____
- _____
- _____
- _____
- _____

Concentration:

Sanitizer solution is a mix of _____ and _____.

Too little sanitizer may make the solution _____ and _____.

Too much sanitizer may make the solution too _____ and _____.

Sanitizer can also leave a bad taste on items or _____.

Concentration is measured in _____ or _____.

To check the concentration of a sanitizer solution, use a _____.

Test kits are usually available from:

- _____
- _____

Test kits should be _____ at all times and easily _____ to employees.

The following can reduce a sanitizer solution's effectiveness:

- _____
- _____
- _____

Change the solution when:

- _____
- _____

Check the concentration _____.

Temperature:

- _____
- _____

Contact time:

Contact time is _____.

Water hardness:

Water hardness can affect how well a sanitizer _____.

Water hardness is determined by the amount of _____ in your water.

Find out what your water hardness is from your _____. Then work with your _____ to identify the correct amount of sanitizer to use for your water.

pH:

- _____
- _____

General Guidelines for the Effective Use of Chlorine, Iodine, and Quats

	Chlorine		Iodine	Quats
Water temperature				
Water pH				
Water hardness				
Sanitizer concentration				
Sanitizer contact time				

How and When to Clean and Sanitize

Surfaces that do not touch food only need to be _____ and _____ to prevent the accumulation of dirt. However, any surface that touches food must be _____, _____, and _____.

Cleaning and Sanitizing Surfaces

If surfaces have not been cleaned and sanitized properly, take _____ immediately.

To clean and sanitize a surface follow these steps:

1. _____

- _____

2. _____

- _____
- _____

3. _____

- _____
- _____

4. _____

- _____
- _____
- _____
- _____

5. _____

When to Clean and Sanitize

All food-contact surfaces need to be cleaned and sanitized at these times:

- _____
- _____
- _____
- _____
- _____

Cleaning and Sanitizing Stationary Equipment

Equipment manufacturers will usually provide _____ for cleaning and sanitizing stationary equipment.

Follow these steps when cleaning and sanitizing stationary equipment:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Clean-in-Place Equipment

- _____
- _____

Dishwashing

_____ and _____ are often cleaned and sanitized in a dishwashing machine.

Larger items such as pots and pans are often cleaned by hand in a _____ - _____ sink.

Store the items so they do not become _____.

Machine Dishwashing

Dishwashing machines sanitize by using either _____ or a _____ solution.

High-Temperature Machines

High-temperature machines use _____ to clean and sanitize. If the water is not hot enough, items will not be _____. Extremely hot water can also _____ food onto the items.

The temperature of the final sanitizing rinse must be at least _____.

For stationary-rack, single-temperature machines, it must be at least _____.

The dishwasher must have a built-in _____ that checks the water temperature at the _____. This is where the water sprays into the _____.

Chemical-Sanitizing Machines

Chemical-sanitizing machines can clean and sanitize items at much _____ temperatures.

Follow the dishwasher manufacturer's _____.

Dishwasher Operation

Operate your dishwasher according to the _____ and keep it in _____.

Follow these guidelines when operating your dishwashing machine:

Keeping the machine clean:

- _____
- _____
- _____
- _____

Preparing items for cleaning:

- _____
- _____
- _____

Loading dish racks:

- _____
- _____
- _____

Drying items:

- _____
- _____
- _____

Monitoring:

- _____
- _____
- _____
- _____
- _____
- _____

Manual Dishwashing

Operations often use a three-compartment sink to clean and sanitize _____ items.

Preparing a Three-Compartment Sink

The steps to set up a three-compartment sink correctly include:

- _____
- _____
- _____
- _____
- _____

Cleaning and Sanitizing in a Three-Compartment Sink

The steps to clean and sanitize items in a three-compartment sink include:

1. _____
2. _____
3. _____
4. _____
5. _____

Storing Tableware and Equipment

Once utensils, tableware, and equipment have been cleaned and sanitized, they must be stored in a way that will protect them from _____.

Follow these guidelines:

Storage:

- _____
- _____

Storage surfaces:

- _____

Glasses and flatware:

- _____
- _____
- _____

Trays and carts:

- _____
- _____

Stationary equipment:

- _____

Cleaning and Sanitizing in the Operation

Wiping Cloths

Wiping cloths are often used in operations to wipe up _____ and to wipe down _____.

The two types of wiping cloths are:

1. _____
2. _____

Never use cloths that are meant for wiping food spills for any other _____.

Wet cloths:

- _____
- _____
- _____

Dry cloths:

- _____
- _____

Cleaning the Premises

Nonfood-contact surfaces are _____.

Examples of nonfood-contact surfaces include _____.

Nonfood-contact surfaces do not need to be _____. However, they do need to be _____ regularly. This prevents _____, _____, and _____ residue from building up. Not only will this prevent the growth of _____, but it will also prevent _____.

Cleaning up after People Who Get Sick

To be effective, operations must have _____ procedures for cleaning up _____ and _____.

For the operation to be effective:

- _____
- _____

Using and Storing Cleaning Tools and Supplies

Your staff needs many _____ and _____ to keep the operation clean. However, these items can contaminate _____ and _____ if they are not used and stored correctly.

Storing Cleaning Tools and Supplies

Cleaning tools must be stored so that they do not contaminate _____ and _____.

It is a best practice to store these items in a _____ away from food.

Cleaning tools should also be stored in a way that makes it easy to _____ the area they are stored in. The storage area should have the following:

- _____
- _____
- _____
- _____

To prevent contamination, never clean mops, brushes, or other tools in sinks used for _____, _____, or _____.

Never dump mop water or other liquid waste into _____ or _____.

When storing cleaning tools, consider the following:

- _____
- _____

If chemicals or cleaning tools have not been used or stored correctly, take _____ immediately.

Using Foodservice Chemicals

Many of the chemicals used in an operation can be hazardous, especially if they are _____ or _____ the wrong way. One of the biggest dangers is _____ - _____.

To reduce your risk, follow these guidelines:

Use:

- _____
- _____
- _____
- _____
- _____

Storage:

- _____
- _____
- _____
- _____
- _____
- _____

Labels:

- _____
- _____
- _____

Developing a Cleaning Program

To develop an effective cleaning program for your operation, focus on three things:

1. _____
2. _____
3. _____

Creating a Master Cleaning Schedule

Create a master cleaning schedule with the following information.

What should be cleaned:

- _____
- _____

Who should clean it:

- _____

When it should be cleaned:

- _____
- _____
- _____

How it should be cleaned:

- _____
- _____
- _____
- _____

Training Your Staff to Follow the Program

- _____
- _____

Monitoring the Cleaning Program

To make sure the cleaning program is working do the following:

- _____
- _____
- _____
- _____